

## **PROFESSIONAL DEVELOPMENT ACTIVITIES EQUIVALENT TO ONE RENEWAL CREDIT**

To earn recertification in Iowa, licensed teachers and administrators must take accredited coursework or approved staff development hours. Teachers and administrators who do not hold a Master Educators License are expected to document six hours of credit every five years and educators who hold a Master's Degree must document completion of four hours every five years. The Board of Educational Examiners recently adopted rules that authorize one credit of the six/four required may be completed in the form of documented professional development activities which relate directly to the training/development of teacher educators and administrators. The following describes the approved system in which *three points would be needed to earn one renewal credit*:

Renewal points cannot be carried over into the next five year renewal period. It should be noted that cooperating teachers will continue to be compensated for serving as a cooperating teacher for a student teacher (as directed by state code) and that renewal credit would be applied for independently by those teachers wishing to receive it.

Documented participation in any of the following activities could be used toward the acquisition of three points which would convert into one renewal credit:

- serving as a cooperating teacher for a full semester student teacher is worth two points \*
- serving as a cooperating teacher for a half-semester student teacher is worth one point \*
- serving as a cooperating teacher for a practicum or practicum students (early field experience) equivalent to *60 contact hours* is worth one point (hours may be accrued over several semesters) \*
- attending (from start to finish) a "Cooperating Teachers' Workshop" *in conjunction with* serving as a cooperating teacher with a student teacher or practicum student is worth one point
- serving as a multi-year member of a teacher education program's advisory committee is worth one point

Educators will be expected to record their own professional development activities for each five year period. On the following pages are forms that are to be used to document each professional development activity.

Once the educator has earned three points which can be converted into one renewal credit, they will document this by having a school district administrator (e.g., principal, etc.) sign the verification form which is a "Certificate of Professional Development Activities for Renewal Credit" and the teacher will be expected to submit this form which documents one renewal credit along with other licensure renewal materials to the Iowa Department of Education.

\* Should a student be removed from a student teaching or practicum placement, the cooperating teacher would maintain point eligibility.

# Summary of Professional Development Activities For Renewal Credit

To be completed by applicant.

Legal Name Last First Middle	Maiden/Former Name
Mailing Address	Date of Birth (Month/Day/Year)
City State Zip	Iowa License File number
Telephone Work ( ) _____ Home ( ) _____	Email address

## Supervision of Student Teacher or Early Field Experience Student

I, \_\_\_\_\_, am providing evidence of serving as a cooperating teacher for a student teacher or early field experience for license renewal credit - as related to my assignment.

• I teach \_\_\_\_\_  
Grade level(s) and Endorsement area(s)

at \_\_\_\_\_ School in the \_\_\_\_\_ District.

• My student teacher/field experience student's name was

\_\_\_\_\_

• He/she attended \_\_\_\_\_ College/University

• Dates served as cooperating teacher: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ for  
\_\_\_\_\_ total hours.

Verification of serving as a cooperating teacher for a student teacher as evidenced by the building principal's signature:

\_\_\_\_\_  
**Building Principal**

\_\_\_\_\_  
Date

# Summary of Professional Development Activities For Renewal Credit

To be completed by applicant.

Legal Name Last First Middle	Maiden/Former Name
Mailing Address	Date of Birth (Month/Day/Year)
City State Zip	Iowa License File number
Telephone Work ( ) _____ Home ( ) _____	Email address

## Attendance at Cooperating Teachers Workshop and Serving as a Cooperating Teacher

I, \_\_\_\_\_, am providing evidence of attendance at a Cooperating Teachers' Workshop in conjunction with my role as a cooperating teacher for a student teacher or early field experience.

• I teach \_\_\_\_\_  
Grade level(s) and Endorsement area(s)

at \_\_\_\_\_ School in the \_\_\_\_\_ District.

• My student teacher/field experience student's name was

\_\_\_\_\_

• He/she attended \_\_\_\_\_ College/University

• Dates served as a cooperating teacher: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ for  
\_\_\_\_\_ total hours.

Verification of attendance and serving as a cooperating teacher as evidenced by:

\_\_\_\_\_  
Representative of Teacher Education Program

\_\_\_\_\_  
Date

# Summary of Professional Development Activities For Renewal Credit

To be completed by applicant.

Legal Name Last First Middle	Maiden/Formal Name
Mailing Address	Date of Birth (Month/Day/Year)
City State Zip	Iowa License File number
Telephone Work ( ) _____ Home ( ) _____	Email address

## Member of Teacher Education Program External Advisory Committee

• I teach \_\_\_\_\_  
Grade level(s) and Endorsement area(s)

at \_\_\_\_\_ School in the \_\_\_\_\_ District.

• I am an advisory committee member for \_\_\_\_\_  
College/University.

• Dates of participation: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Verification of Advisory Committee membership as evidenced by:

\_\_\_\_\_  
Representative of Teacher Education Program

\_\_\_\_\_  
Date

## Certificate of Professional Development Activities for One Renewal Credit

To be completed by applicant.

Legal Name Last First Middle	Maiden/Former Name
Mailing Address	Date of Birth (Month/Day/Year)
City                      State                      Zip	Iowa License File number
Telephone Work ( ) _____ Home ( ) _____	Email address

**Documented participation in any of the following activities could be used toward the acquisition of three points which would convert into one renewal credit:**

Please check the box below to indicate which of the Professional Development Activities you have completed. Additionally, please attach a copy of the individual summary form for each activity that you have completed

- ☐ serving as a cooperating teacher for a full semester student teacher is worth two points
- ☐ serving as a cooperating teacher for a half-semester student teacher is worth one point
- ☐ serving as a cooperating teacher for a practicum or practicum students (equivalent to 60 contact hours) is worth one point (hours may be accrued over several semesters)
- ☐ attending a "Cooperating Teachers' Workshop" in conjunction with serving as a cooperating teacher for a student teacher or practicum student is worth one point
- ☐ serving as a multi-year member of a teacher education program's advisory committee is worth one point

Verification of professional development activities equal to one renewal credit as evidenced by:

\_\_\_\_\_  
**School District Administrator (e.g. Principal)**

\_\_\_\_\_  
**Date**